

DOCUMENT CHECKLIST

To register for an appointment, you must first have the following prepared- if it applies to you. Once you are sure you will be able to provide all the information, call our office for an appointment at 602-256-0551.

FEES

- \$680 personal check or money order payable to “U.S. Department of Homeland Security” to mail along with your application. Note: If 75 years or older, you will only need to send in \$595. Military applicants filing under Section 328 and 329 of the INA pay no application fee.

A credit union representative will also be on site should you need to purchase a money order.

- \$15 to pay for your application photographs, if needed. Please bring exact fee amount.

IDENTIFICATION

- AZ Driver’s License or AZ State ID
- Permanent Resident card
- Social Security number
- Birth Certificate

**If your name is different from the name on your resident card, bring the documents that legally changed your name (marriage certificate, divorce decree, or other official court document).*

TRIPS OUTSIDE OF THE UNITED STATES

- Dates of departure and return of **ALL** trips (of 24 hrs or more) outside of the United States since becoming a resident, especially those within the last five years.
- Bring proof you kept ties to the United States during any trips longer than six months (*rent or mortgage payments and/or pay stubs*). A single trip of six months or more may disqualify you for citizenship at this time. **USCIS requires that you be physically present in the US for at least 30 months if applying based on five-year residency requirement and at least 18 months based on three-year residency requirement. In addition, you must not have broken your continuous residency by being out of the country more than six months in a single trip.**

RESIDENCE

- Complete addresses of all your residences in the past five years
- Dates of move-in and move-out at all the addresses

EMPLOYMENT

- Names and addresses of your employers in the past five years
- Dates of hire and termination for all positions
- Job title for each position

MARRIAGES

Present Spouse:

- Name and address of present spouse
- Date of marriage
- Date of birth
- Country of birth
- Social Security number
- The A# from his/her permanent resident card - if he/she is a legal permanent resident
- Date and place of naturalization - if he/she is a naturalized citizen

Former Spouse:

- Name of former spouse
- Date of marriage
- Date and proof of marriage termination (*Divorce decree, death certificate, etc.*)

**If your present spouse has previously been married, the same information is required for his/her prior marriages as well.*

MARRIAGES (Cont.)

If you are applying based on your spouse's citizenship bring:

- Proof that he/she has been a citizen for at least three years, such as a birth certificate or naturalization certificate
- Marriage certificate that proves at least three years of marriage
- Official documents that demonstrate your union for the past three years, such as birth certificates for your children, bank statements or a copy of your mortgage or rental agreement that show both your names, etc.

CHILDREN/DEPENDENTS

The following information is required for all your children, including adult children, children not currently living with you and deceased children.

- Names and dates of birth of all your children
- Country of birth of all children
- The A#'s of all children from their permanent resident cards - if they are legal permanent residents
- Current addresses of all your children

CRIMINAL RECORD

Information is required for all years, **even those prior to becoming a resident**. If you do not have a criminal record and have not violated the law in any way, you do not have to bring proof of a "clean record."

- Dates and locations of any problems with the law, **including traffic violations**
- Nature of offense
- Proof of resolution of the case

** It is very important that you include ALL information regarding any and all offenses, even those that did not result in an arrest, and those purged from your record. Failure to include all information on your application could result in the denial of your citizenship application.*

** If you have been deported for any reason, please notify our office so that we may determine if you qualify for citizenship at this time.*

TAX DEBTS

The following information is only necessary if you OWE taxes.

- A signed agreement from the IRS or state/local tax office showing that you have filed a tax return and arranged to pay the taxes you owe
 - Documentation from the IRS or state/local tax office showing the current status of your repayment program
- *If you have ever failed to file an income tax return since you became a legal resident, bring all correspondence with the IRS regarding your failure to file.*

SELECTIVE SERVICE

- Selective Service number and date of registration

**All males born after 1960 who lived in the United States during the ages of 18 and 26 and were not here as a non-immigrant (student, visitor, ETC), must be registered for Selective Service regardless of legal or undocumented status. If this applies to you, and you have not registered, please visit the Selective Service website at www.sss.gov and select "Request for Status Information Letter" or call at 1-847-688-6888 to request a form from them.*

MILITARY SERVICE

- If you are now or have ever served in the military, please bring documentation showing current status of your military service (*current orders, or discharge/separation/retirement paperwork*). Check with my office to determine if you qualify for no application fee.